

## **Tullahoma Municipal Airport Authority**

P.O. Box 1584 – Tullahoma, TN 37388



### **Meeting Attendance June 1, 2010**

#### **Members Present**

John Miller, Chairman  
Buddy Chellstorp  
Position Vacant  
Jim Apple  
Karla Smith  
Ken Ward  
Steve Worsham

#### **Other Officials Present**

Jon Glass, Airport Manager  
Alderman Greg Sandlin  
Wayne Thomas, Tullahoma News

#### **Visitors**

Frank Passarello and Jimmy Chapman (Tullahoma Aviation), Trev Echols and Chris Lawton (FBO Presentations), Sharon Tinkler (Public Comments) and Mike Rutherford (July 2<sup>nd</sup> Show).

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

#### **WORK SESSION MINUTES**

**June 1, 2010 @ 4:00 pm**

1. **Open Bids For New FBO Contract** – Two bids were received prior to the June 1, 2010 deadline, one from Chris Lawton and one from Trev Echols. Board members reviewed the bids.
2. **Set Up Bid Review Process** – Chairman Miller advised Board members to complete the RFP evaluation form on both bidders prior to the July 13<sup>th</sup> Board meeting. Jim Apple and Jon Glass will determine if the bids meet the RFP requirements. TAA Attorney Jeremy Bell will complete a financial background check on the bidders.

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1. **Meeting called to order at 5:00 pm.**
2. **FBO Presentations** – Trev Echols reviewed his previous work experience and services to be provided at Tullahoma such as flight instruction, maintenance, restaurant and possible Part 135 flights. Mr. Echols is presently under contract with Maury County Airport until 2012 but would provide FBO services at both Airports if chosen by the Board. Chris Lawton reviewed his previous work experience and ideas for the airport. He would create a website with links to local business owners.
3. **Minutes for the May 11, 2010 meeting were approved.**
4. **Public Comments** – Sharon Tinkler reported that she, Sandy Loehle and John Stubbs would like to provide free sack lunches to transient pilots en-route to Oshkosh in July. EAA will provide the food for the pilots and possibly advertise the service with GA News and EAA publications. **A motion was made and approved** to support the idea.
5. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments, deposits and activities. Mr. Passarello reported some problems with the AWOS over the telephone line. Jon Glass will contact TUB.
6. **Treasurer's Report** – Ken Ward reported on the financial reports, deposits and payments for the month. Financial reports were not available due to the change in meeting date. Mr. Ward reported that the Airport Authority received a clean audit. Four findings were noted on the audit and three were taken care of with the City providing accounting services.
7. **Jon Glass presented his Airport Manager Report:**

## ***CURRENT PROJECTS***

**Terminal Building** – Terminal building progress meeting was held Tuesday June 1, at 10:00 am. Three change orders were approved during the meeting. Street address numbers were added along with gutters for the west side of the building and some additional landscaping was approved. Jim Apple noted that all change orders were requested by the Airport Authority and not Sain Construction or their sub-contractors.

**Audit** – Copies of the FY 2009/10 audit are included for Board member review.

**Self-Serve Fuel** – Jon Glass reported that bids were opened on the Self-Serve Fuel project prior to the meeting. Rebel Services was the low bidder at \$14,027.50 and Estes Services submitted a bid for \$17,000. Jon Glass received excellent references for Rebel Services. **A motion was made and approved** to accept the \$14,027.50 bid from Rebel Services with the factory one year warranty.

**Terminal Building Fencing and Security System** – P&M Security has completed the camera system and TAD payment will be processed. B&R Fence will install new fencing around the first week in June.

**Airfield Signage** – PDC will proceed with the attached scope of work for the airfield signage project. Chairman Miller reported that he would discuss the scope of work for this project with PDC and Jim Currey at TAD.

**Runway 36 Threshold** – FAA Form 7480 for the runway modification has been submitted to Jim Currey. PDC is working on the specifications for the project.

**Wal-Mart Retaining Ponds** – Alderman Sandlin suggested at the May Board meeting that if no response had been received from the property owners regarding the retaining ponds, the Airport Authority should request BOMA to proceed with legal action. **A motion was made and approved** for Chairman Miller to draft a letter to Jody Baltz requesting the Board of Mayor and Aldermen to pursue legal action to modify the retaining ponds.

**LPV Approaches** – The revised runway 6/24 elevations have been submitted to FAA. Publication dates for the LPV approaches has been postponed by the FAA.

**Board Members** – Dr. Corda submitted his resignation to Jody Baltz effective immediately from the Airport Authority.

**Tree Clearing** – Contracts have been approved by TAD. Jon Glass will contact Richard Raper to begin survey work on trees that need to be removed or trimmed.

**Ramp Repair** – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Local share funding has not yet been determined.

**9/27 Drainage Repair** – Drainage repairs have been made to the taxiway. We will plant grass seed and remove rocks from the 700 foot section on west end before reopening runway to full length. Chairman Miller asked for the seeding to be completed by Friday.

**North Taxiway Drainage** – Approved TAD contract has been received. Jon Glass advised PDC to begin the specifications and bid process for this project.

**Other** – The TN Airports Conference will be held August 19 and 20 at the Nashville Airport Marriott.

### ***MAINTENANCE/NAVAID PROBLEMS***

**SDE** – OTS 14 days in May.

**NDB** – No problems or outages for May.

**VOR** – No problems or outages for May.

**AWOS** – OTS for 2 days in May with power supply problem.

**RUNWAY AND TAXIWAY LIGHTS** – North taxiway out 1 week for lightning strike. Taxiway on south end out for 1 day, problem unknown.

**REILS AND PAPI** – The flashing REIL lights on runway 24 are OTS due to lightning. Circuit board sent for repair on May 28.

### ***HANGAR RENT/INSURANCE***

**OVERDUE RENT** – Mickey Miller has failed to make any of the rent payments required by the City Court decision.

**A motion was made and approved** that if the Airport Authority did not receive a payment from Mickey Miller by June 7<sup>th</sup> Jeremy Bell would be contacted and directed to proceed with either attaching a claim or lien to his bank account or to evict Mr. Miller from his hangar.

### **EXPIRED INSURANCE CERTIFICATE**

Mickey Miller

### **LEASES**

-  
**FBO CONTRACT COMPLIANCE**

<b>DATE</b>	<b>TIME</b>	<b>ISSUE</b>

**AIRPORT TRAFFIC**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>	<b>TRANSIENT AIRCRAFT</b>	<b>JET OR TURBOPROP</b>
<b>May 2009</b>	<b>7,387.5</b>	<b>163</b>	<b>42</b>
<b>May 2008</b>	<b>9,757.9</b>	<b>108</b>	<b>33</b>
<b>May 2007</b>	<b>8,133.1</b>	<b>137</b>	<b>29</b>

**AIRPORT MARKETING/PRESENTATIONS** – None for May 2010.

**SUGGESTION BOX** – No comments.

**OLD BUSINESS/NEW BUSINESS INFORMATION**

**Terminal Building Update** – As of Friday May 28<sup>th</sup> \$92,000 has been pledged to furnish the terminal building and other airport improvement items. In-Kind donations total an estimated \$30,600.

**8. Old Business:**

- A. **Terminal Building Update and Dedication**– Chairman Miller reported that the formal dedication would take place at 7:00 pm on July 2<sup>nd</sup>. A private reception for donors to the terminal building will be held from 5:30 to 7:00 pm on July 2<sup>nd</sup>.
- B. **Kiwanis Club July 2<sup>nd</sup> Show** – Mike Rutherford reported that the Aeroshell team would be the performer for the Airshow. Antonio More is coordinating the static display aircraft for the event. Board members suggested adding Chris Rounds to the FAA waiver in case the event was rained out on July 2<sup>nd</sup> and the event was moved to July 3<sup>rd</sup>. Mr. Rutherford reported that the gates would open at 6:00 pm, the Aeroshell team would fly at 8:15 pm and the fireworks would start at 9:00 pm. Karla Smith requested Board members to supply coolers for the donor reception.
- C. **Tulahoma Aviation Rental Fee/Electrical Credit** – Ken Ward reported that he

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and Jon Glass recommended a \$250 per month rent credit to the Tullahoma Aviation lease rate with the move into the new terminal building. **A motion was made and approved** to reduce the Tullahoma Aviation rental fee \$250 per month and to end the \$220 electrical credit effective May 1, 2010. Tullahoma Aviation will be responsible for cleaning of the terminal building in exchange for no office rental space in the new terminal building.

**New Business:** Chairman Miller reported that the landscaping RFP had been sent to Contractors. Board members decided to open bids on the project and then decide whether to proceed with a bid award. Landscape work is eligible for 50% reimbursement on the maintenance contract.

10. **Alderman Sandlin Comments** – Alderman Sandlin was not present for the meeting.

11. **Meeting adjourned at 6:36 pm.**

Submitted on 7/7/10

<Original Signed>

Jon Glass  
TAA, Airport Manager

**Minutes approved during the \_\_\_\_\_ meeting**